



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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December 15, 1994



United States Government Printing Office  
Washington, DC 20402

OFFICE OF THE  
SUPERINTENDENT OF DOCUMENTS

December 7, 1994

Dear Library Director:

I am pleased to announce the fourth annual Federal Depository Library Conference and Depository Library Council meeting from April 10 - 14, 1995. As your library maintains a Federal depository, I urge you to send at least one library representative to this very important conference. There is no registration fee for either the Federal Depository Library Conference or the Depository Library Council.

Building on the successful 1994 conference, the 1995 conference is very much a "users conference," with the agencies, subjects, and speakers suggested by the depository community. As can be seen from the preliminary agenda in this issue, it is a full week with presentations as varied as the libraries in the Federal Depository Library Program. Your staff's attendance at the conference should result in enhancements to the value of the depository's services to your library as a whole and the community it serves.

Thank you very much for your cooperation and for supporting your Federal depository operation.

Sincerely,

*Wayne P. Kelley*

WAYNE P. KELLEY  
Superintendent of Documents

# **1995 Depository Library Council And Federal Depository Conference: Preliminary Agenda**

**April 10 - 14, 1995  
Rosslyn Westpark Hotel  
1900 North Fort Myer Drive  
Arlington, Virginia**

## **Sunday, April 9**

**Evening**

Librarians arrive at Rosslyn Westpark Hotel

Informal pre-dinner get-together in hotel lobby (6:00 p.m.)

## **Monday, April 10**

**Morning**

- |       |   |
|-------|---|
| 8:00  | Registration  |
| 8:30  | Welcome & Introductions<br>Jack Sulzer, Council Chair   |
| 8:45  | Welcoming Remarks <ul style="list-style-type: none"><li>• Michael F. DiMario, Public Printer</li><li>• Wayne P. Kelley, Superintendent of Documents</li></ul>   |
| 9:15  | Depository Library Council [agenda to be announced]   |
| 10:00 | Break   |
| 10:15 | Depository Library Council: GPO Update <ul style="list-style-type: none"><li>• J.D. Young, Director, Library Programs Service</li><li>• Judith Russell, Director, Office of Electronic Information Dissemination Services</li></ul> |
| 11:00 | Depository Library Council: Open Forum  |
| 12:00 | Working Lunch <p>In order to foster networking, librarians are requested to lunch with other librarians from similar types of institutions.</p>   |

## Monday, April 10 (cont'd)

### Afternoon

- 2:00 -  
5:00 Depository Library Council [agenda to be announced]  
5:00 Adjourn

### Evening

District of Columbia Library Association and GODORT will sponsor the 3rd annual Legislative Day eve program [speakers to be announced]

## Tuesday, April 11

### Morning

LPS Tours - 9 a.m., 11 a.m., and 2 p.m.

Location:  
U.S. Government Printing Office  
732 North Capitol St., NW  
Washington, DC 20401

ALA Legislative Day - all day

Location:  
Capitol Hill

Regional Economic Information System demonstrations [schedule and location of training sessions to be announced]

Location:  
Off-site

- 9:00 -  
5:00 "TechWorld" - Exhibits and demos from various agencies, including Census, GPO, GAO, BLS, vendors, etc., will be set up in rooms allocated to the Conference.  
8:30 Depository Library Council [agenda to be announced]  
10:30 Federal Bulletin Boards and Federal Internet Sites
  - Bruce Maxwell, author  
11:15 Americans Communicating Electronically
  - Thomas Tate, Department of Agriculture  
12:00 Working Lunch  
In order to foster networking, librarians are requested to lunch with other librarians with the same astrological sign.

## Tuesday, April 11 (cont'd)

Afternoon

- 2:00 Option 1: Depository Library Council  
Ad hoc Committee on Regional Library Restructuring [Discussion by regional librarians]  
• Gary Cornwell, University of Florida
- 2:00 - 4:00 Option 2: "New" Documents Librarians Meeting  
Informal session to answer questions from mundane to complex about depository issues. Panel to include veteran documents librarians from academic, law, public, and state libraries. Also a Regional Librarian, a map librarian, a GPO representative, and a "tech guru" librarian.
- 2:00 - 4:00 Option 3: Maps in Transition: From Paper to Microfiche and Digital Formats  
• Vivienne Roumani-Denn, Head, Earth Sciences and Map Library, University of California, Berkeley
- 4:00 Option 1: [to be announced]
- € Option 2: [to be announced]
- 5:00 Adjourn

Evening Regional librarians meeting - continuation if necessary

## Wednesday, April 12

Morning

- 8:30 Depository Library Council
- 10:30 Council Adjourn
- Break
- 11:00 Bureau of the Census Update  
• Lars Johanson, Statistical Abstract Section
- NTDB, NESE, EBB, etc., Update  
• Kenneth Rogers, Office of Business Analysis
- 12:00 Working Lunch  
In order to foster networking, librarians are requested to lunch with other librarians from the same geographic region.

## **Wednesday, April 12 (cont'd)**

### **Afternoon**

- 2:00 -  
3:00 Many Ways to S-WAIS and WAIS: The New Mexico Experience  
• Clark McLean, University of New Mexico  
3:00 -  
4:00 Internet Initiatives: The University of Illinois at Chicago Experience  
• John Shuler, University of Illinois at Chicago  
4:00 -  
5:00 Mining the Electronic Documents for Local Collections  
• Raleigh Muns, University of Missouri at St. Louis  
5:00 Adjourn

### **Evening**

- 6:30 GODORT, AALL, etc. Cooperative Project  
Mary Redmond, Chair, ALA/GODORT

## **Thursday, April 13**

### **Morning**

#### **Federal Agency Updates on Products, Services, and New Electronic Initiatives**

- 8:30 Option 1: National Agricultural Library  
• Gary McCone, Head, Database Administration Branch
- Option 2: Bureau of Labor Statistics  
• David Friedlander, Office of Publications
- Option 3: National Center for Education Statistics  
• Katherine Mozer
- Option 4: General Accounting Office  
• Phyllis Christenson, Director, Information Services Center

## Thursday, April 13 (cont'd)

- 9:30      Option 1: National Agricultural Library  
          • Gary McCone, Head, Database Administration Branch
- Option 2: Bureau of Labor Statistics  
          • David Friedlander, Office of Publications
- Option 3: National Center for Education Statistics  
          • Katherine Mozer
- Option 4: General Accounting Office  
          • Phyllis Christenson, Director, Information Services Center
- 10:30     Break
- 11:00     Option 1: [to be announced]
- Option 2: The National Digital Library  
          • Herbert S. Becker, Director, Information Technology Services, Library of Congress
- Option 3: Environmental Protection Agency  
          • Rachel Van Wingen, Office of Information Resources
- Option 4: National Center for Health Statistics  
          • June Gable, Librarian
- 12:00     Working Lunch  
          In order to foster networking, librarians are requested to lunch with other librarians from the same library school.
- Afternoon
- 2:00     Option 1: [to be announced]
- Option 2: The National Digital Library  
          • Herbert S. Becker, Director, Information Technology Services, Library of Congress
- Option 3: Environmental Protection Agency  
          • Rachel Van Wingen, Office of Information Resources
- Option 4: National Center for Health Statistics  
          • June Gable, Librarian

## Thursday, April 13 (cont'd)

- 3:00 Option 1: U.S. Postal Service Kiosk Program  
• Susan Smoter, Technology Integration Marketing
- Option 2: State Department  
• Peter Knecht, Office of Public Communications
- Option 3: U.S. Department of the Treasury  
• Kirk Markland, Director, Printing and Graphics Division
- Option 4: [to be announced]
- 4:00 Option 1: U.S. Postal Service Kiosk Program  
• Susan Smoter, Technology Integration Marketing
- Option 2: State Department  
• Peter Knecht, Office of Public Communications
- Option 3: U.S. Department of the Treasury  
• Kirk Markland, Director, Printing and Graphics Division
- Option 4: [to be announced]
- 5:00 Adjourn

## Friday, April 14

Morning

- 8:30 Open Forum  
LPS and EIDS staff
- 9:30 United States Code on CD-ROM  
Elliot Chabot, House Information Systems, U.S. House of Representatives
- 10:00 Break
- 10:15 Office of Technology Assessment  
• Fred Wood, Senior Associate
- 11:00 [to be announced]
- 12:00 Adjourn

*[An updated agenda will be published in the February 15 issue of Administrative Notes.]*



## **1995 Federal Depository Conference: Reservations and Registration**

To reserve a room at the conference hotel, please contact:

Rosslyn Westpark Hotel  
1900 N. Ft. Myer Drive  
Arlington, VA 22209

(703) 527-4814

Please mention the GPO Federal Depository Conference when making your reservation. The rates are \$87 per day for a single or double room. Free parking is available for attendees.

Those who wish to meet to go out to supper on the evening of Sunday, April 9, should gather in the main lobby of the Westpark at 6:00 p.m.

In order to help GPO plan for these meetings, please take a few moments to fill out and mail the registration form on the next page. We hope to see as many of you as possible!

**All Federal Depository Libraries are urged to send at least  
one representative to this major conference.**

# Registration Form

## Mail or Fax by March 17, 1995

**Yes!** Please register me for the **1995 Federal Depository Conference**, to be held at the Rosslyn Westpark Hotel, Arlington, VA, on April 10 - 14, 1995.

**PLEASE TYPE:**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Internet Address: \_\_\_\_\_

Library Type: \_\_\_\_\_

Library Size:  Small (0--150,000 vols.)  
 Medium (150,000--600,000 vols.)  
 Large (600,000+ vols.)

**Thursday, April 13**

8:30 a.m.:

Option 1  Option 2  Option 3  Option 4

9:30 a.m.:

Option 1  Option 2  Option 3  Option 4

11:00 a.m.:

Option 1  Option 2  Option 3  Option 4

2:00 p.m.:

Option 1  Option 2  Option 3  Option 4

3:00 p.m.:

Option 1  Option 2  Option 3  Option 4

4:00 p.m.:

Option 1  Option 2  Option 3  Option 4

### Interest Survey

To assist staff in making room arrangements for the Conference, please mark the boxes next to the sessions you plan to attend.

**Tuesday, April 11**

2:00 p.m.:

Option 1  Option 2  Option 3

**Mail, fax, or e-mail to:**

Chief, Depository Services  
 Library Programs Service (SLLD)  
 U.S. Government Printing Office  
 Washington, DC 20401  
 Fax: 202-512-1432  
 e-mail: inspect@access.digex.net

## Space Still Available for the 8th Annual Interagency Depository Seminar

The 8th Annual Interagency Depository Seminar will be held in Washington, DC from May 3 through May 10, 1995. The week long seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being sponsored by several agencies, including:

- the Bureau of the Census
- the Bureau of Labor Statistics
- the Copyright Office
- the Office of the Federal Register
- the Patent and Trademark Office,
- the Government Printing Office, and
- other agencies not yet confirmed.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered. It is aimed at new documents librarians with basic working experience in a depository. In the seven years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should complete the registration form on the next page and mail it, along with a check for \$10.00 made out to "GPO Cafeteria Service," to the Library Programs Service by January 31, 1995. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please contact the Chief, Depository Services, by telephone on (202) 512-1119; by FAX on (202) 512-1432, or by e-mail at <[inspect@access.digex.net](mailto:inspect@access.digex.net)>.

### Accommodations

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$113.00 per night for single or double occupancy and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number of the reservation desk at the St. James Hotel is **(202) 457-0500**. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: **(202) 512-1109**. Mr. Tate will try to match up roommates.

Participants may choose to stay at another area hotel. Various travel directories list rates and hotel locations.

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### Registration Form 1995 Interagency Depository Seminar

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Mail to: Chief, Depository Services  
Library Programs Service (SLLD)  
U.S. Government Printing Office  
Washington, DC 20401

**Mail By: January 31, 1995**

- I would like to attend the May 3-10, 1995 Interagency Depository Seminar.
- I need lodging and will contact the hotel directly.
- I have not previously attended a GPO sponsored seminar.
- Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

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Name

---

Institution

---

Library/Office

---

Address

---

City/State/Zip Code

---

Telephone (include area code)

## GPO Access Earns 1994 Federal Leadership Award

"To be able to serve the American public is in itself a reward. To see our efforts recognized with the presentation of such a prestigious honor serves to multiply our commitment to that service and increase our pride in what we do." With these words, Public Printer Michael F. DiMario responded to the announcement that GPO Access, the U.S. Government Printing Office (GPO) electronic information dissemination program, has earned a 1994 Federal Leadership Award.

The GPO Access service provides online access to the Congressional Record, the Federal Register, the full text of all published versions of bills introduced in Congress, the Congressional Record Index, the History of Bills, the Lobby List, the Unified Agenda, and, through the Federal Bulletin Board, more than 6,000 other files from 25 Federal agencies. In operation since June 1994, a recent addition to the program is 24-hour free online access to this valuable Government information through a telephone call to participating Federal depository libraries. The availability of this information at no cost has earned GPO praise from citizens across the Nation.

GPO Access has four primary components for dissemination of Federal information:

- a system of online access to Federal publications, including the free access;
- an electronic directory or locator;
- an electronic storage facility, and
- an electronic bulletin board service.

Federal Leadership Awards recognize the Federal projects and programs that have made exceptional contributions to mission effectiveness, cost-effectiveness, and service to the public through the use of automated information systems." Recipients are judged by representatives of the General Services Administration, the Office of Management and Budget, the Department of Defense, and Government Executive magazine.

The 1994 Federal Leadership Awards were presented on December 1, 1994, by John A. Koskinen, Deputy Director for Management, Office of Management and Budget.



## Change in Telnet and SWAIS Address for GPO Access

Effective immediately the new Telnet address for GPO Access is [swais.access.gpo.gov](http://swais.access.gpo.gov) (or 162.140.64.23). This address should be used for registration, SWAIS access to free sample databases, and SWAIS searching of the Federal Register, Congressional Record and Congressional Bills databases.

As of Monday, December 12, 1994, there will be no Telnet access to [wais.access.gpo.gov](http://wais.access.gpo.gov). That address will be only for users accessing through WAIS client software.

If you use GPO Access through WAIS client software, do not change your source files. This server address change only affects TELNET and SWAIS access.

For additional information or assistance, please contact the GPO ACCESS USER SUPPORT TEAM by Internet e-mail at [help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov), by fax at (202) 512-1262 or by telephone at (202) 512-1530.

We regret any temporary inconvenience caused by this change.



## Registering a Server for GPO Access

Depository libraries may now link a campus or local network server directly to GPO's WAIS server. A server may be used to extend the GPO Access services to additional users, whether on- or off-site. The "Model Gateway Library" program, which also includes the registration of servers, is intended to expand the services available to off-site users. In the context of expanding GPO Access, off-site is defined as beyond your campus or institutional boundaries, not simply outside the library's walls. Special provisions apply to off-site, or "gateway," access. For additional information on becoming a "model gateway," contact Gil Baldwin, Library Programs Service, at (202) 512-1002, fax (202) 512-1432, or Internet e-mail <[manage@access.digex.net](mailto:manage@access.digex.net)>.

This instruction contains the general guidelines for registering servers. It augments the October 17, 1994 letter from the Superintendent of Documents, which discusses the expansion of GPO Access online services for on-site users of depository libraries. You should familiarize yourself with the contents of that letter before registering a server. The letter appeared in Administrative Notes, v. 15, no. 15 (11/25/94). **All servers must be registered with the GPO Access User Support Team.**

If you have inquiries about registering or about the difference between WAIS and SWAIS access, contact the GPO Access User Support Team at (202) 512-1530, fax (202) 512-1262, or Internet e-mail at <[help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov)>.

## Basic Requirements for Server Registration

- 1) Depository libraries may register to use either WAIS or SWAIS, or may register for a combination of the two. (A discussion of the differences between these two interfaces may be found in the October 17, 1994 letter and in the GPO Access User Manual.)
- 2) Libraries that register a server for GPO Access must ensure that no more than 10 simultaneous sessions will be accessing GPO's server. A library's total number of simultaneous sessions, whether from individual workstations using the WAIS client software, a server using WAIS, or SWAIS sessions, must not exceed 10.
- 3) Libraries may register for up to 10 SWAIS accounts using a single user-id and password, and GPO will control the number of simultaneous SWAIS sessions. The number of SWAIS accounts to be supported must be specified on your Depository Library WAIS/SWAIS Access Validation Form (Validation Form).
- 4) If you opt for the full WAIS client software, GPO will, upon request, send you a copy of the EINet client software that has been customized for use with GPO Access. The library may install this client multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed, so the appropriate software license fees can be paid by GPO on your behalf.
- 5) Each depository that registers a server for WAIS direct access is required to devise its own method of limiting the number of simultaneous users, such as dynamically allocating their registered IP addresses on a session basis. The method must be reported to the User Support Team by adding a description of the method to your Depository Library WAIS/SWAIS Access Validation Form.
- 6) Each depository that registers a server is required to program its system so that a session with GPO is terminated properly, or is automatically terminated after 15 minutes of inactivity, so the WAIS server at GPO is available to another user.
- 7) Each depository that registers a server is expected to provide the first line of local user support for the GPO Access services, including answering basic questions about connecting to the depository's server, GPO Access content, or searching strategies. When you fill out the Validation Form you must provide the name, telephone number, and Internet e-mail address of your user support contact.
- 8) You are expected to act as a mentor to other depository libraries registering servers and assist in the growth of GPO Access by sharing your expertise.

## Methods of Connecting Servers

### A. Full WAIS

Using the WAIS client software requires a permanent SLIP or PPP account and either a direct connection to the Internet or a connection through an Internet service provider.

Permanent and unique Internet Protocol (IP) addresses are required so the GPO WAIS server can identify your server and/or workstations.

The WAIS client software must reside on your end-user work station(s). If you request it, GPO will send you a diskette copy of the EINet WAIS client software which has been customized for use with GPO Access. Both Windows and Macintosh versions of the EINet client are available. The client will soon be available on an FTP site. Contact the User Support Team for details.

The library may install the client multiple times at no charge, not to exceed the number of registered IP addresses (maximum of 10). The User Support Team **must** be informed of the number of times the client was installed. If you want to install the EINet client on additional workstations, as may be the case in a networked environment, we recommend that you purchase additional copies from GPO at \$15 per installation.

You may, however, prefer to obtain and use another WAIS client. Other WAIS clients are available commercially for Windows, Macintosh, and UNIX systems, but you will have to customize them to a significant degree to work effectively with the GPO Access databases. Moreover, the ability of the GPO Access User Support Team to provide support or technical assistance to customers who use other WAIS clients is limited.

## B. SWAIS

SWAIS access is usually accomplished through an Internet host with a Telnet session manager to connect to the GPO WAIS server ([swais.access.gpo.gov](http://swais.access.gpo.gov)). Although you can accomplish SWAIS access via modem by dialing the GPO WAIS server directly, this method is not recommended for servers, due to the potential for excessive telecommunication costs for the library.

When the SWAIS is selected for a server environment, the system manager must ensure that the user-id and password remain confidential. In general, this will require scripting the SWAIS login process to run in the background of your server's menu, transparent to the end-user.

### Depository Library WAIS/SWAIS Access Validation Form

It is strongly recommended that you complete the Depository Library WAIS/SWAIS Access Validation Form *before* initiating the online registration process. This form has been revised to incorporate server registration information. The form includes the number of WAIS client software licenses needed and an itemized list of all the new and/or previously established IP addresses and user-id's to be given access (up to a maximum of 10). The list must include your current registered IP address(es) as well as any new ones. For every IP address being registered, you must indicate whether that address is for a server (SV) or a stand-alone workstation (WS).

If you do not have the 11/8/94 version of the Validation Form, or need additional copies, contact the GPO Access User Support Team. The completed Validation Form, including the library director's signature, should be faxed to the User Support Team at (202) 512-1262.

## Registration Procedures

If you are registering for both WAIS and SWAIS, you must complete a *separate on-line registration process for each*. When you complete the online registration, *be sure to note your confirmation number(s)*. The confirmation number(s) should be included in any communication with GPO concerning your subscription(s).

### A. New User Registration

*All new users must register on-line* via modem or telnet. Use telnet to connect to swais.access.gpo.gov and login as **newuser** (one word, all lowercase); no password is required; hit **Enter**.

Alternatively, use your computer modem and communications software to dial (202) 512-1661, and use the settings 8 bits, no parity, one stop bit, full duplex. Type **wais** (all lower case) at the first prompt; at the login prompt, login as **newuser** (one word, all lowercase); no password is required; hit **Enter**.

The use of WAIS in the login does not mean you are selecting WAIS access; the WAIS or SWAIS selection is made in response to Question 1 of the registration questionnaire.

Follow the instructions on the screen to register for subscriptions to GPO Access on-line services. Your response to Question 1, the choice between WAIS and SWAIS, is critical, as it determines which additional questions you will see during the online registration.

#### 1. WAIS Registration for New Users

The library will need to *register only once* for WAIS access, using the single workstation option or the multiple workstation option. If the multiple workstation option is chosen, specify the number of workstation subscriptions requested.

If the library wants to utilize the EINet WAIS client software, it should be requested during the registration. GPO will send you a copy of the EINet WAIS client software, which the library may install multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed.

The library must complete and return the Depository Library WAIS/SWAIS Access Validation Form. After completing the online registration process, record the registration confirmation number, verify all information on the form, and fax the completed and signed Validation Form to the User Support Team at (202) 512-1262.

#### 2. SWAIS Registration for New Users

The depository library must register once for SWAIS to establish a SWAIS user-id and password. Include the number of additional SWAIS accounts requested (up to 10) on the Depository Library WAIS/SWAIS Access Validation Form. After completing the online registration process, record the registration confirmation number, verify all information on

the form, and fax the completed and signed Validation Form to the User Support Team at (202) 512-1262.

## B. Changing from Single Workstation Registrations to a Server

These instructions apply to libraries that are already registered for one or more single workstation WAIS subscriptions and want to change to a server registration. To upgrade to a server registration, you need to advise the User Support Team of all additional IP addresses being registered for WAIS. You must indicate server registration on the Depository Library WAIS/SWAIS Access Validation Form. Fax the completed Validation Form to (202) 512-1262.

Libraries which have registered for WAIS may install the EINet client on multiple workstations, not to exceed the number of registered IP addresses (maximum of 10). The GPO Access User Support Team must be informed of the number of times the client was installed.

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## Paper Distribution of Monday House Calendars Continues

### Microfiche Distribution of Dailies Stops

The Library Programs Service (LPS) announced in Administrative Notes, vol. 15, no. 13 (10/15/94), that it would resume paper distribution of the Monday edition of the House Calendar, and that the annual sessional cumulations would also return to paper. LPS stated that it would continue to distribute the remaining daily House Calendars and the Senate Calendar in microfiche, as a cost-containment measure.

LPS has since learned that some information in the earlier notice was erroneous. While the Monday House Calendar does not include the Senate calendar, it does indicate Senate action on legislation in Congress. The complete House Calendar is not printed daily. Only the Amendments are printed daily, and they are cumulated into a complete Calendar which is issued the first legislative day of each week. LPS continues to distribute these Monday House Calendars in paper.

Because the daily House Calendars would be long-superseded by the time microfiche conversion and distribution took place, LPS is ceasing distribution of the microfiche dailies. However, the Senate Business Calendar will continue to be distributed in microfiche under item number 0998-B (SuDocs Y 1.3/3:).

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## Selective Housing of U.S. Government Electronic Online Services

Depository libraries may allocate some or all of their GPO Access subscriptions to another library or institution. Typically, this will be for the purpose of partnering to establish a "gateway" for off-site public use of the GPO Access online services. This allocation is the equivalent of a selective housing arrangement for other depository materials, and must be documented through a selective housing agreement. The completed agreement should be submitted to the Regional library and to:

Chief, Depository Services  
Library Programs Service  
Stop SLLD  
U.S. Government Printing Office  
Washington, DC 20401

Questions should be directed to Sheila McGarr, Chief, Depository Services, at (202) 512-1119, or e-mail <inspect@access.digex.net>.

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### Model Agreement for Selective Housing of U.S. Government Depository Electronic Online Services

This Agreement is made on (date) by and between (lending) Library and (receiving institution).

This Agreement is entered into for the purpose of disseminating Government online services provided through the Federal Depository Library Program (FDLP), including GPO Access online services, for the no-fee use of the general public. Hereafter in this Agreement, "GPO Access services" shall also refer to any U.S. Government online electronic service provided under the auspices of the FDLP.

GPO Access subscriptions, user-id's, etc., are lent for (specify time) but remain under the control of (lending) Library. The Government Printing Office (GPO) maintains a proprietary interest in the use of GPO Access services.

In pursuance of this Agreement, (receiving institution) agrees to:

- 1) Assign the responsibility for carrying out the provisions of this Agreement for the GPO Access services loaned by (lending) Library to the (designated authorized user, or other) staff of the (receiving institution).
- 2) Make the GPO Access services available for the free and unrestricted use of the general public at the same level of service and user support as (receiving institution's) primary clientele.
- 3) Upon request of (lending) Library, discontinue provision of the GPO Access services, and relinquish the use of the selectively housed no-fee depository subscriptions and user-id's.
- 4) Promote to the public the availability of the GPO Access services selectively housed under this Agreement.

(Lending) Library agrees to:

- 1) Transfer (specify number) pre-paid subscriptions to GPO Access services to (receiving institution).
- 2) Keep records indicating the GPO Access online service subscriptions and user-id's involved in this Agreement.
- 3) Notify (receiving institution) of new GPO Access services and assist (receiving institution) with subscribing to the online electronic services.
- 4) Assist the (receiving institution) with discontinuing subscriptions to specific GPO Access services.
- 5) Continue to provide to the public, at a minimum, on-site use of GPO Access services if this selective housing agreement is terminated.

This Agreement may be terminated by written notice from either party with (specify number) days notice. GPO will be informed immediately of any pending termination of this agreement.

Director: (signature) (date)  
(lending) Library

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## Proposals Unveiled to Reduce Size Of the Printed Monthly Catalog

[A study by Steve Uthoff, Administrative Librarian, Cataloging Branch, Library Programs Service; presented to the Depository Library Council at its October 1994 meeting.]

The proposal to reduce the number of pages in the printed Monthly Catalog (MOCAT) so that it would be of a pamphlet form and size requires decisions on what information should be included. The greater the amount of information included in bibliographic entries and in the index, the larger the size, and the greater the cost of printing and distribution.

### The Need to Reduce the Size of the Printed Monthly Catalog

Although it may not be necessary to reduce the printed MOCAT to the size it was prior to 1976, reducing the printed MOCAT to its essential elements is necessary to achieve the goal of reducing costs. From Jan.-June 1994 the average number of pages per paper MOCAT issue was 875. Reducing the number of pages in the entry section, which is arranged by GPO classification number, as well as reducing of the number of pages in the indexes, is needed to reduce MOCAT issues to a pamphlet size.

The entry portion of the MOCAT makes up approximately 40 percent of each regular issue.<sup>1</sup> From Jan.-June 1994 the number of pages in the entry section of each MOCAT issue averaged 294.

The size of the indexes is a particular problem. On average, under the current format, 60 percent of each individual issue is devoted to indexes. From Jan.-June 1994 the number of pages in the index section of each MOCAT issue averaged 581. Approximately 25 percent of each MOCAT is taken up by the subject index. Around 15 percent of each issue is devoted to the title keyword index. About 10 percent of each MOCAT issue is devoted to the author index. The regular title index takes up about 8 percent of each issue. The series index takes up 2 percent of each issue. The stock number and contract number indexes take up less than one percent each. The entries in some MOCAT indexes are extensive and include far more than the indexed element and the entry number. Reducing the number of elements included in MOCAT indexes and reducing the number of indexes are both necessary to reach the goal of producing a pamphlet sized paper MOCAT.

### Three Models for a Pamphlet Sized Printed MOCAT

Shown below are samples of three possible versions of a future printed MOCAT record. The samples are followed by tables showing the elements to be included in the records for each of the three models and the indexes included for each of the three proposed models. The three models were developed after a review of the current printed MOCAT entries and indexes, as well as a review of possible models for a pamphlet size MOCAT. These models included the pre-1976 MOCAT, AACR2 first level of description instructions (AACR2 1.0D1), and the GPO abridged cataloging rules. The pre-1976 MOCAT has the least number

<sup>1</sup> Based on a study of January-June 1994 issues of the MOCAT.

of elements and the GPO abridged cataloging rules provide for the greatest number of elements. None of the proposed models included added entry "tracings" in the entries.

Of the proposed MOCAT record models, the minimal model (non-AACR2) shown below has the least number of elements and is closest to the pre-1976 MOCAT entries. The expanded minimal record (non-AACR2) has a few more elements but does not meet minimum AACR2 standards. The last model meets minimum AACR2 standards and is closest to current GPO abridged standards.

The original cataloging records produced by GPO catalogers will not change if the proposal to reduce the size of the printed MOCAT is implemented. The records GPO catalogers create would still be AACR2 and will be in that form on the GPO tapes. Program filters will be used to create the printed MOCAT entries and indexes. The government authors headers would continue to be included in the printed MOCAT.

### Sample MOCAT Records for Each of the Proposed Models

Minimal Model (Non-AACR2)	Expanded Minimal Model (Non-AACR2)	AACR2 Minimal-level Model
GA 1.5/2:T-RCED-93-54  Public housing. -- 1993. 12 p. (Testimony : GAO/T-RCED-93-54) Shipping list no.: 94-0055-M. ●Item 0546-D-01 (MF) OCLC 29917221	GA 1.5/2:T-RCED-93-54  Public housing [microform] / United States General Accounting Office. -- The Office, 1993. 12 p. (Testimony : GAO/T-RCED-93-54) Shipping list no.: 94-0055-M. ●Item 0546-D-01 (MF) S/N 149451 @ GAO @ paper copy OCLC 29917221	GA 1.5/2:T-RCED-93-54  United States. General Accounting Office. Public housing [microform] : projects developed low income housing tax credit differ from traditional public housing development projects : statement of Judy A. England-Joseph / United States General Accounting Office. -- Washington, D.C. : The Office, 1993. 12 p. (Testimony : GAO/T-RCED-93-54) Shipping list no.: 94-0055-M. Microfiche. [Washington, D.C.?] : U.S. General Accounting Office, [1993?] 1 microfiche : negative. ●Item 0546-D-01 (MF) S/N 149451 @ GAO @ paper copy OCLC 29917221
HH 1.37:991  Annual report. -- 1983- v. Shipping list no.: 94-0328-M. 1991. ●Item 0582-A-01 (MF) OCLC 11401757	HH 1.37:991  Annual report [microform] / U.S. Dept. of Housing and Urban Development, Government National Mortgage Association, GNMA. -- The Association, 1983- v. Shipping list no.: 94-0328-M. 1991. ●Item 0582-A-01 (MF) OCLC 11401757	HH 1.37:991  Government National Mortgage Association. Annual report [microform] / U.S. Dept. of Housing and Urban Development, Government National Mortgage Association, GNMA. -- Washington, D.C. : The Association, 1983- v. Shipping list no.: 94-0328-M. 1991. Microfiche. 1983- [Washington, D.C.] : Supt. of Docs., U.S. G.P.O., [1984- microfiches : negative. ●Item 0582-A-01 (MF) OCLC 11401757

## Sample MOCAT Records for Each of the Proposed Models

Minimal Model (Non-AACR2)	Expanded Minimal Model (Non-AACR2)	AACR2 Minimal-level Model
I 1.98:G 48/4/DRAFT I 1.98:G 48/4/APPEND. I 1.98:G 48/4/SUMMARY	I 1.98:G 48/4/DRAFT I 1.98:G 48/4/APPEND. I 1.98:G 48/4/SUMMARY	I 1.98:G 48/4/DRAFT I 1.98:G 48/4/APPEND. I 1.98:G 48/4/SUMMARY
Operation of Glen Canyon Dam. -- 1993. 3 v. Shipping list no.: 94-0177-M. Draft. Appendices. Summary. ●Item 0603-G (MF) OCLC 30749261	Operation of Glen Canyon Dam [microform]. -- U.S. Dept. of the Interior, Bureau of Reclamation, 1993. 3 v. Shipping list no.: 94-0177-M. Draft. Appendices. Summary. ●Item 0603-G (MF) OCLC 30749261	United States. Bureau of Reclamation. Operation of Glen Canyon Dam [microform] : draft environmental impact statement. -- [Washington, D.C.?] : U.S. Dept. of the Interior, Bureau of Reclamation, 1993.] 3 v. Shipping list no.: 94-0177-M. Draft. Appendices. Summary. Contents: v. [1] [without specific title] -- v. [2]. Appendices -- [3] Summary. Microfiche. [Washington, D.C.?] Supt. of Docs. U.S. G.P.O., [1994] 9 microfiche : negative. ●Item 0603-G (MF) OCLC 30749261
NS 1.38/2:135/SCIE	NS 1.38/2:135/SCIE	NS 1.38/2:135/SCIE
Proceedings of the Oil Drilling Program. Scientific Results. -- 1988- v. Shipping list no. 94-9049-P. Vol. 135, 17 Dec. 1990-28 Feb. 1991. ●Item 0834-C-10 OCLC 12406671	Proceedings of the Oil Drilling Program. Scientific Results / prepared by the Ocean Drilling Program, Texas A & M University in Cooperation with the National Science Foundation. -- The Program, 1988- v. Shipping list no. 94-9049-P. Vol. 135, 17 Dec. 1990-28 Feb. 1991. ●Item 0834-C-10 OCLC 12406671	Texas A & M University. Ocean Drilling Program. Proceedings of the Oil Drilling Program. Scientific Results / prepared by the Ocean Drilling Program, Texas A & M University in Cooperation with the National Science Foundation. -- College Station, Tex. : The Program, 1988- v. Shipping list no. 94-9049-P. Vol. 135, 17 Dec. 1990-28 Feb. 1991. Contents: v. 135. Lau Basin. ●Item 0834-C-10 ISSN 0884-5891 OCLC 12406671
Y 1.1/8:103-294	Y 1.1/8:103-294	Y 1.1/8:103-294
Department of the Interior and related agencies appropriations. -- 1994. 180 p. -- (Report / 103 Congress, 2d session, House of Representatives : 103-294) Shipping list no.: 94-0227-P. ●Item 1008-C ●Item 1008-D (MF) OCLC 30797152	Department of the Interior and related agencies appropriations. -- U.S. G.P.O., 1994. 180 p. -- (Report / 103 Congress, 2d session, House of Representatives : 103-294) Shipping list no.: 94-0227-P. ●Item 1008-C ●Item 1008-D (MF) OCLC 30797152	United States. Congress. Committee on Public Works and Transportation. Department of the Interior and related agencies appropriations : report to accompany H.R. 4602. -- [Washington, D.C.? : U.S. G.P.O., 1994] 180 p. -- (Report / 103 Congress, 2d session, House of Representatives : 103-294) Shipping list no.: 94-0227-P. ●Item 1008-C ●Item 1008-D (MF) OCLC 30797152

## Descriptive Elements Included in MOCAT Records in Each of the Proposed Models

<b>Element</b>	<b>Minimal Model (Non-AACR2)</b>	<b>Expanded Minimal Model (Non-AACR2)</b>	<b>AACR2 Minimal- Level Model</b>
* Required by AACR2 rules for first level of description			
OCLC Number	X	X	X
ISBN/ISSN			X
Stock Number		X	X
Price		X	X
Item Number(s)	X	X	X
GPO Class Number(s)	X	X	X
Personal Author or Corporate Body Main Entry			X
Title Proper*	X	X	X
General Material Designator		X	X
Other Title Information			X
First Statement of Responsibility*		X	X
Other Statements of Responsibility			X
Edition Statement*	X	X	X
Place of Publication (first)			X
Publisher (first)*		X	X
Publisher (second)			X
Distributor (first)			X
Date of publication*	X	X	X
Extent of item (paging, number of pieces, volumes, microfiche, etc.)*	X	X	X
Other physical details			
Size			
Series (first)	X	X	X
Series (second)			X

Element * Required by AACR2 rules for first level of description	Minimal Model (Non-AACR2)	Expanded Minimal Model (Non-AACR2)	AACR2 Minimal-Level Model
Shipping list number note	X	X	X
Individual volume or part identifier (availability records only)*	X	X	X (serials only)
System requirement notes*			
Information essential to identification publication notes*			X
Contents Note*			X
Photoreproduction Note*			X
Restricted Access Note*	X	X	X
Subject Added Entries			
Added Entries			

### Projected Impact of Each of the Three Models in Reducing the Size of the Entry Portion of the Printed MOCAT

To test the impact of each of the three models on the size of the entry portion of the MOCAT, a study was done using randomly selected pages from the November 1994 issue. This study showed that using the non-AACR2 minimal model would reduce the entry section of the MOCAT to 37 percent of its current size. The number of entry section pages would drop from the current average of 294 pages to an average of 109 pages.

Use of the non-AACR2 expanded minimal model would reduce the entry section of the MOCAT to 51 percent of its current size. The number of entry section pages would drop from the current average to an average of 149 pages.

Use of the AACR2 minimal version of the MOCAT would reduce the entry section of the MOCAT to 63 percent of its current size. The average number of entry section pages would drop from the current average to an average of 185 pages.

## Comparison of Indexes Included in Three Models for a Pamphlet Sized Printed MOCAT

Elements	Minimal Model (Non-AACR2)	Expanded Minimal Model (Non-AACR2)	AACR2 Minimal-Level Model
Author index (entry elements reduced)		X	X
Contract numbers			
Series/report numbers		X	X
Stock number			X
Subject index (entry elements reduced)	X	X	X
Title index (title proper only) (entry elements reduced)		X	N/A
Title index (other titles included) (entry elements reduced)			X
Title keyword (title proper only/out of context)			X

### Proposals for Reducing the Size of the Subject Index

The subject index is by far the largest Monthly Catalog index. It makes up approximately 25 percent of each MOCAT. Most of the MOCAT indexes include more elements than index elements and the entry number. The subject index includes the greatest number of elements. In addition to the subject heading and the MOCAT entry number, each subject index entry includes:

- 1) uniform title,
- 2) the title proper,
- 3) general materials designator,
- 4) other title information,
- 5) statement of responsibility, and
- 6) GPO classification number.

Reduction of the elements in the subject index entry could reduce this index by more than two-thirds.<sup>2</sup> Currently the average number of pages in each MOCAT issue that are

<sup>2</sup> Based on a study of the November 1994 MOCAT.

devoted to the subject index is 200 pages. If only the subject heading and MOCAT entry number were included, this index could be reduced to less than 60 pages.

Other proposals include:

- 1) shortening the subject heading strings to include only the first element of a subject string or first and second subject string elements, and;
- 2) reducing the number of subject heading elements by eliminating the uniform title, other title information and statement of responsibility from the subject index entries.

These proposals provide only a modest reduction in the number of subject index pages. Inclusion of only the first subject heading element (i.e. the subject heading without subdivisions) would only reduce the size of the subject index by about 2 percent or an average reduction of 4 pages an issue. (The resulting average issue would have 196 subject index pages.) Eliminating some of the subject index elements (such as uniform titles, other title information, and the statement of responsibility) while retaining the title proper, general material designator, and GPO class, in addition to the subject heading and entry number, would reduce the size of the subject index by 45 percent or an average reduction of 90 pages an issue. (The resulting average issue would have 110 subject index pages.)

### **Proposals for Reducing the Size of the Author Index**

Like the subject index, the author index includes more than the author's name and the MOCAT entry number. Author index entries also include:

- 1) the title proper,
- 2) general material designator, and
- 3) other title information.

Currently the average number of pages devoted to the author index in each printed MOCAT issue is approximately 80 pages. If the elements in each author index entry were reduced to the author and MOCAT entry number, the average number of pages could be reduced to less than 20 pages.

A proposal to eliminate only the other title information would result in a very limited decrease in the Monthly Catalog. If this proposal were followed the size of the author index each month would still be around 70 pages.

### **Proposals for Reducing the Size of the Title Index and the Title Keyword Index**

Only the non-AACR2 expanded minimal model and the AACR2 minimal-level model provide for a title index. Like the author index, the title index entries include:

- 1) the title proper,
- 2) general material designator, and

3) other title information.

Currently the average number of pages in the title index in each printed MOCAT is 63 pages.

Under the proposal for the non-AACR2 expanded minimal model only the title proper would be included in the index entry.<sup>3</sup> Titles other than the title proper would not be indexed. Also the entry elements would be reduced to include only the title proper and the MOCAT entry number. Under the AACR2 minimal model, the title proper and other title added entries would be indexed. The entries would not include other title information. Analyzing the impact of these proposed changes to the title index is more complex than analyzing the impact of proposed changes to the author index. Therefore this analysis has not yet been completed; however, the decrease in the number of title index pages would be at least as great as the decrease in the author index. Therefore, at the minimum, the title index will decrease by three-fourths. On average this would be 16 pages or less per issue.

Only the AACR2 minimal-level model provides for a title keyword index, which would be reduced in size. The title keyword index could be either keyword-in-context or keyword-out-of-context. (This issue needs to be discussed further.) Under this proposal only the title proper would be indexed in the title keyword index. Analysis of the impact of indexing only the title proper in the keyword index is very complex and has not yet been completed.

### **Impact of Each Proposed Model in Reducing the Overall Size of the MOCAT**

Because of the need to further evaluate the impact of proposed changes on the size of the MOCAT, only the impact of the non-AACR2 minimal-level model can be accurately estimated at this time. The analysis completed so far shows that the average size of a MOCAT, with non-AACR2 minimal model entry records, and a subject index reduced in size as the only index, would average about 170 pages.

MOCAT issues based on the non-AACR2 expanded minimal model would have an average size that would be no greater than 250 pages, but could be smaller. MOCAT issues based on the AACR2 minimal-level model would have an average size that would no greater than 305 pages without the title keyword index. Since the impact of reducing the size of this index is still unknown, we do not know how large an average MOCAT under this model would be. However, since the length of the current title keyword index is about 125 pages, the approximate size under this model would be less than 430 pages.

*[Comments may be directed to the Depository Library Council through Cynthia Etkin at the address on page 28.]*




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<sup>3</sup>GPO practices on assigning title elements to the title proper and other title information would be changed.

## Change of Address for Council Member Etkin

Cynthia Etkin, member of the Depository Library Council to the Public Printer, may now be reached at:

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The list of Depository Library Council members was last published in Administrative Notes, v. 15, no. 9 (7/15/94).



## Cataloging Branch Profiles

Diane Munoz graduated from Gallaudet College (now Gallaudet University) in 1963, majoring in Library Science for her Bachelor of Science degree. She worked at the Catholic University of America library in the Order Division from June 1963 to January 1965. From January 1965 to January 1966 she worked at the Defense Documentation Center (now DTIC) as an aide in the Lexicography Division; she helped compile listings of corporate bodies and subject headings for the DTIC thesaurus. Diane retired in early 1966 to raise her two sons, Mark and Brian, now 28 and 26 years old.

In October 1974 she returned to work with a part time position at the Harry Diamond Laboratories (HDL) of the Department of the Army; she was a cataloger of technical reports in-house and on-line. Eventually she became a full-time Technical Information Specialist/Cataloger in the early 1980's. During those years she took several courses for certification to keep up with new automation in libraries; these included study of COSATI, DROLS, and DIALOG at OPM, FEDLINK, and DTIC.

In addition to Diane's duties at HDL, she helped make the listing of periodicals and their holdings, inactive and active, for preparation of the U.S. Army Materiel Command's Union List of Serials. Also she helped to set up the periodical database on System 2000 for keeping records and editing them with ease. In May 1990 Diane joined the staff of GPO as a full-time cataloger of monographs.

JoAnn Newman has been a Librarian/Cataloger in the Library Programs Service since November 1982. Her cataloging specialties include Congressionals, monographs and AV

materials. She served as a liaison to the Library of Congress for subject headings from 1983 to 1992.

In 1984 she cataloged and organized GPO's archival collection of photographs. In 1986 she started working with GPO's Adopt-A-School Program where she lectured hundreds of high school students on qualifications for careers as librarians. In 1991 she became Shop Steward of AFGE Local 2876, and this year she is serving as Chairperson for the Safety and Health Committee of the Library Programs Service.

JoAnn holds a Bachelor of Arts degree in Education from St. Augustine's College (1974) and a Master of Library Science degree from the University of North Carolina (1979). She previously worked as an elementary school Media Specialist, high school librarian, and as a public library Reference/Young Adult Librarian.

**Eileen Seremeth** earned a B.S. in library science and an M.A. in education at Gallaudet University in Washington, D.C. She then received an M.L.S. from the University of Maryland, College Park. She worked at the U.S. Naval Oceanographic Office Library for 14 years, and came to GPO in 1978.

Eileen catalogs Federal monographs in paper, microfiche, and electronic formats, and specializes in Department of Defense documents. She has also cataloged Congressional monographs, and in 1988 was the first librarian in LPS to catalog CD-ROM documents. During her career in LPS, she has developed a specialty in Library of Congress Subject Headings. She uses her expertise in this area to train new catalogers and verify headings used in the Monthly Catalog. She is part of the team whose members serve as liaisons to the Library of Congress Subject Cataloging Division on a rotating basis. In this capacity, she developed a form used in establishing new LC subject headings. Eileen also serves as back-up for the Cooperative Subject Cataloging Project with LC.

Among other special projects and duties, she has been responsible for compiling the Cataloging Branch productivity statistics, tracking corrections to GPO cataloging records in OCLC, and checking in new documents to be cataloged. LPS benefits from her extensive knowledge of AACR2 and the LC rule interpretations as she trains both new catalogers and old hands in continuing education sessions.

**Kathy B. Summers** is currently a monograph cataloger for the Library Programs Service at the Government Printing Office.

Kathy, a native Washingtonian, is a graduate of The University of the District of Columbia where she earned a Bachelor of Science degree in Special Education (1979) and a Master of Library Science degree (1984).

Kathy received librarian experience while employed with the Department of State, Foreign Service Institute Library in Rosslyn, Virginia. Her duties included cataloging, locating and selecting materials to answer reference inquiries; preparing literature searches; preparing interlibrary loans; giving tours of the library; maintaining the collection; and the total acquisition process.

Kathy is a member of the District of Columbia Library Association, the American Library Association -- Federal Librarians Round Table. Also, she is an active member of Alpha Kappa Alpha Sorority, Inc. in Prince George's County.

**Lawrence W. (Chip) Woodward** has been with the Library Programs Service since April 1981. He catalogs monographs and maps. Before coming to LPS, he spent a year at the Library of Congress in the Documents Expediting Project of the Exchange and Gift Division.

Chip has a Bachelor of Arts degree in Latin American Studies from the University of Virginia and a Master of Arts degree in Library Science from the Graduate Library School of the University of Chicago. He speaks Spanish, Portuguese, and French.

He is active in the Seminar on the Acquisition of Latin American Library Materials (SALALM) attending their annual conferences both here and abroad. He is also a member of the Geography and Map Division of the Special Libraries Association and serves as Secretary of the Washington, DC group. He is a member of the District of Columbia Library Association.

In the American Library Association he is a member of the Association for Library Collections and Technical Services and the Reference and Adult Services Division. Chip is also a member of the Federal Librarians Round Table (FLRT), the Library History Round Table (LHRT) and the Government Documents Round Table (GODORT). He is a contributing editor of "base line," a publication of the Map and Geography Round Table (MAGERT).

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